

BY ORDER OF THE COMMANDER



SAFB SUPPLEMENT 1

AFI 31-204

1 May 2001

Security

MOTOR VEHICLE TRAFFIC SUPERVISION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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HQ AETC/SFO

AFI 31-204, 1 August 1997 is supplemented as follows:

SUMMARY OF REVISIONS

★ This supplement to **AFI 31-204, Motor Vehicle Traffic Supervision**, applies to all Air Force, civilian, and Department of Defense (DoD) personnel operating motor vehicles on Sheppard AFB. The areas that follow either contain new policy or change existing policy: Driving While Impaired (DWI) violations will be issued a 24-hour suspension notice. Upon resolution of the case the 82 SPTG/CC or 82 SPTG/CD will determine if points will be assessed on the violators driving record IAW AFI 31-204, Table 5.2. For incidents involving Driving Under the Influence (DUI), a preliminary suspension notice is served at the time of the incident. The blood alcohol concentration (BAC) standard for DUI cases is a BAC of .10 or above. 82 SFS/SFAR will forward revocation, suspension, and driving records to gaining commanders upon receipt of the monthly projected loss roster received from 82 MSS/DPMAR. Qualification requirements for registration officials were added. Vehicle registration and/or registration transfer for individuals with suspended or revoked driving privileges were added. Major accidents require a detailed investigation. Minor accidents require an accident worksheet be accomplished. Report off-base accidents involving injuries to military personnel and/or military property to Security Forces. Identified who may issue traffic citations. Outlined procedures for adjudication and rebuttal of a traffic citation. Defined the blood alcohol standards for Sheppard AFB. No person will operate a vehicle that emits lewd or profane language. During the sounding of retreat, all vehicle and pedestrian traffic will come to a complete stop. Outlined the notification procedures for vehicle accidents. Added the acceptance of NATO/International Identification Card as an authorized form of civilian identification. Changed the term foreign to read international. Speed limit in base housing areas changed to 15 MPH. ★ Denotes changes to this publication.

1.2.10. **Responsibilities.** Squadron commanders and supervisors will ensure the requirements for AFI 31-204, as supplemented, are disseminated within their organizations, and that assigned personnel are

briefed on their individual responsibilities in maintaining and operating motor vehicles on Sheppard Air Force Base, Texas.

1.3. **Delegation of Authority.** The authority to revoke or suspend on-base driving privileges for privately owned vehicles (POV) has been delegated to the 82d Support Group Commander (82 SPTG/CC) and 82d Support Group Deputy Commander (82 SPTG/CD).

2.1.1.2. Civilian personnel and/or contractors may gain access to SAFB with either of the following legally issued ID media:

2.1.1.2.1. DD Form 2, **Retired Armed Forces Identification Card**

2.1.1.2.2. AF Form 354, **Civilian Identification Card**

2.1.1.2.3. AETC Form 58, **Civilian Identification Card**

2.1.1.2.4. AF Form 75, **Visitor/Vehicle Pass**

2.1.1.2.5. DD Form 2574, **AAFES Identification Card**

2.1.1.2.6. DA Form 1602, **Army Civilian Identification Card**

2.1.1.2.7. AETC Form 93, **AETC Civilian Identification Card**

2.1.1.2.8. **Postal Service Identification Card**

2.1.1.2.9. **NATO/International Identification Card**

2.3. **Implied Consent to Blood, Breath, or Urine Tests.** The type of chemical test for determining alcohol concentration levels will be a breath test using the Intoxilyzer 5000, maintained and operated by Security Forces. Should the Intoxilyzer be inoperative, a blood-alcohol test (BAT) will be processed at the base hospital for drivers suspected of operating a vehicle while intoxicated who voluntarily consent to providing a blood sample and for military personnel who are ordered to provide a sample for testing by a military magistrate. If there are reasonable grounds to believe that a substance other than alcohol caused the driver's intoxication, a urinalysis sample may be requested. Involuntary bodily fluid extraction (blood or urine) will only be taken in accordance with the provisions of AFI 31-204 and AFI 44-102. The decision on

which type of test will be used will not be based on the wishes of the violator. The decision to take blood from a suspect, who suffers from a blood-clotting disorder, will be made by the on-duty Emergency Room Physician. If the physician decides not to draw blood, there will be no refusal penalty.

★ 2.5. **Suspension or Revocation of Driving Privileges.** The 82d Support Group Commander or Deputy Commander may suspend or revoke installation driving privileges and POV registration for lawful reasons for both moving and non-moving traffic violations or unsafe vehicle operations. Driving privileges will be suspended for a 24-hour period when there is a Driving While Impaired (DWI) violation. Upon resolution of these cases the 82 SPTG/CC or 82d SPTG/CD will direct points be assessed on the violator's driving record IAW AFI 31-204, Table 5.2.

2.5.1. Suspensions. The 82d Support Group Commander or Deputy Commander may take action to suspend or revoke the individual's driving privileges when an individual's driving record reflects 12 traffic points within 12 consecutive months, 18 traffic points within 24 consecutive months, or 4 non-moving violations within 12 consecutive months.

2.5.1.1. The Security Forces Reports and Analysis (SFAR) section prepares suspension and revocation notices. Individuals will be notified through their unit to come to the 82 SFS Reports and Analysis section to acknowledge the suspension or revocation action. The 82 SPTG/CC or 82 SPTG/CD will conduct an administrative hearing upon written request of the individual.

2.5.1.2. Upon notification of an individual's driving privileges being suspended or revoked, commanders will ensure the individual concerned does not operate a government vehicle during the period of suspension or revocation, unless the suspending authority grants special authorization.

★ 2.5.1.3. For incidents involving Driving Under the Influence (DUI), a preliminary suspension notice is served at the time of the incident. In cases of DUI, the individual's driving privileges are suspended until final resolution of their case. A determination will be made when the case is resolved if the individual's privileges will be reinstated or the suspension/revocation will continue. In all other cases, the individual will be notified when the suspension begins.

2.5.1.3.1. Refusal to submit to a lawfully requested chemical test to determine alcoholic concentration will result in your base driving privileges being withdrawn for a mandatory period of one (1) year. An additional one (1) year sentence will be served subsequently if the operator is determined to be DWI or DUI.

2.5.2. The period of revocation, as the result of an intoxicated driving charge, is one (1) year. Restricted driving privileges may be reinstated during this period after all of the following conditions are met:

a. The individual has successfully completed the Course V, Driver Improvement Program (DIP), or equivalent DoD or civilian drivers' course approved by the state of Texas. The safety office at Tinker AFB, DSN 339-3263, Midwestern State University's Continuing Education Department, 397-4756, and Vernon Regional Junior College's Continuing Education Department, 723-0921 offer these courses.

b. The individual has not accrued any additional driving charges during the revocation period already served.

c. A written request is made and the individual's unit commander or agency chief has concurred with the request.

2.5.2.1. The 82 SPTG/CC or 82 SPTG/CD will only consider requests for limited driving privileges in cases when there is extreme hardship.

★ 2.5.2.2. (Added) 82 SFS/SFAR will forward revocation, suspension, and driving records to gaining commanders upon receipt of the monthly projected loss roster received from 82 MSS/DPMAR. SFAR is responsible for coordinating with DPMAR for this action. Upon receipt of similar records from losing commanders, SFAR will initiate appropriate staff action, and when appropriate, notify gaining commanders of any actions needing their attention.

2.7. Administrative Due Process for Suspensions and Revocations. When unit commanders feel there is adequate justification for suspension or revocation of driving privileges, regardless of point accumulation, they may submit their recommendations to the Chief, Security Forces (CSF). Security Forces will review the package, then forward a suspension or revocation package through the 82d Training Wing Staff Judge Advocate (82 TRW/JA) to the 82d Support Group Commander (82 SPTG/CC) or Deputy Commander (82 SPTG/CD) for action. Unit commanders may withdraw a member's authorization to operate a government owned vehicle (GOV) at any time. Such an action is not suspension or revocation and does not require the concurrence of the 82 SPTG/CC or 82 SPTG/CD.

3.1.1.2. Rental vehicles used for official business by DoD or military personnel will be treated as government vehicles. The installation entry controller must check the driver's entry credentials and ensure the driver possesses the following:

3.1.1.2.1. Valid DoD Identification that meets requirements for established entry criteria

3.1.1.2.2. A Valid rental agreement showing the driver as the renter

3.1.1.2.3. A copy of orders showing the driver is on official business (TDY, etc.)

3.1.1.3. If all is in order, the vehicle may proceed onto the installation in the same manner as a marked government vehicle.

3.1.5. AF Form 75 will be issued to visitors (as defined in AFI 31-204, para 3.1.5.) requesting entry to SAFB. It will also be used as a form of temporary vehicle registration (for authorized personnel) until those personnel can obtain permanent registration. The forms will be maintained and controlled by the Security Forces Pass and Registration (SFOXI) section. All visitors must have a sponsor or valid reason for entry and meet the entry requirements established by the CSF. Proof of sponsorship or reason for entry may be accomplished either verbally or by letter. The AF Form 75 will only be issued to visitors for the period of the visit as determined by the sponsor or verifying official agency. AF Forms 75 can be issued for extended periods, which should not normally exceed 30 days; however, visitor center personnel can issue the pass for longer periods if the circumstances warrant it. To receive a visitor's pass the requester must provide valid identification. To receive a vehicle pass the individual must provide valid identification/current state driver's license and current proof of automobile insurance.

3.1.5.1.1. The issuing office will fill out an AF Form 75 and have the visitor sign the consent to search and towing/impoundment warning.

3.1.5.1.4. The visitor/vehicle pass will not be retrieved upon termination of the visit. The pass will be marked with a termination date and time, and will be discarded by the visitor.

3.1.6. The only vehicle registration system authorized for Sheppard AFB is the DD Form 2220 Department of Defense Registered Vehicle decal, or an AF Form 75, **Visitor/Vehicle Pass**.

3.1.6.3.1. **Storing** – As a minimum, DD Form 2220s must be stored in a locked cabinet behind a locked door.

3.1.6.3.2. **Issuing** – DD Form 2220s are issued to authorized personnel as a form of permanent vehicle registration. Vehicle registration requirements are addressed in Section A10 of this instruction.

3.1.6.3.3. **Recovery** – Individuals out-processing SAFB to PCS to a CONUS base, may leave the DD Form 2220 decal on their vehicle to be registered at their gaining base; however, the vehicle must still be de-registered from the SAFB Pass and Registration system. The Pass and Registration section will forward the AF Form 533 to the gaining installation's Pass and Registration office. If the vehicle is being shipped to an overseas base, the vehicle decal must be removed and surrendered to the Pass and Registration section during de-registration. Military members of DoD employees retiring from SAFB may leave their decal affixed to their vehicle, providing SAFB will remain the closest installation to their residence. If the retiree is moving away from the local area of SAFB, the decal must be removed, vehicle de-registered, and the decal surrendered to the SAFB Pass and Registration section. The retiree must then register their vehicle(s) at the base closest to their home address. The DD Form 2220 is a controlled form and must be surrendered if the holder separates from military/government service, terminates employment, or loses entitlement. The form must be removed and surrendered to the Pass and

Registration section for de-registration. Units, contractors, and employers are responsible for ensuring that personnel in the aforementioned category remove the DD Form 2220 and return it to the Pass and Registration section (82 SFS/SFOSP) for de-registration. In cases where the individual refuses to comply, notify SFOXI immediately.

★ 3.3.1. (Added) Qualification requirements as registration officials. Grade: AB and above. Duty Position: Pass and Registration Staff. Skill Level: 3 and above.

★ 3.3.2. (Added) Duty training requirements are covered in the Pass and Registration and VC OI's, SFI 31-204-3 and SFSOI 31-204-2.

★ 3.3.3. (Added) The CSF appoints in writing, individuals authorized to work as registration officials. This letter is maintained in Pass and Registration.

★ 3.4.2.5. (Added) Dependents of deceased military members will retain the Sheppard AFB color tab commensurate with the deceased member's rank.

★ 3.5.4. (Added) In a case when a vehicle owner's driving privileges are suspended, or revoked, the individual must de-register their vehicle. Affected persons can apply to re-register their POV after their suspension or revocation period expires. Other family members having installation driving privileges may transfer the base vehicle registration into their name. This will be accomplished within 5 duty days after receipt of a suspension or revocation letter at the Pass and Registration office.

★ 3.5.5. (Added) When a family member is transferring a vehicle registration, they may use the existing decal and color tab currently on the vehicle. The family member will be required to provide proof of insurance and state registration when conducting the transfer.

3.6. The Pass and Registration section will attach the "Consent to Impoundment" statement listed in AFI 31-204, para 3.6, to the AF Form 533 when registering vehicles on the installation. The applicant will be required to acknowledge and sign the attachment.

4.2. **Traffic Planning.** The Installation Traffic Code is Attachment 1 to this supplement.

★ 4.2.6. (Added) Off-road vehicle usage. Sheppard AFB does not have a designated area for off-road use. Vehicles being used for off-road use, except for official duties, are not authorized.

★ 4.5. **Traffic Accident Investigation.** Detailed investigation is required for all vehicle accidents as follows: (Major Accident) Any accident resulting in physical injury or death; when a vehicle is disabled and cannot be driven from the scene; when damage occurs estimated at \$10,000 or more to privately owned vehicles, government vehicles, or government property; when an accident occurs under suspicious circumstances or involves other serious offenses, including but not limited to, DWI/DUI, assault, or fleeing the scene of a crime. (Minor Accident)

Minor accidents do not require a detailed investigation. Security Forces patrolmen will accomplish a minor vehicle accident worksheet. Minor accidents are those that do not fall into the categories listed above (i.e., no injuries, vehicles are not disabled, and the estimated damage per vehicle is not in excess of \$10,000.).

★ 4.6.1. All vehicle accidents on Sheppard AFB must be reported to Security Forces immediately as detailed in Attachment 1 of this supplement. Report off-base accidents to Security Forces if they involve injuries to military personnel and/or damage to military property.

4.6.4. Traffic violations observed by persons other than Security Forces may be reported to Security Forces. The Security Forces Desk Sergeant will record all pertinent information in the Security Forces desk blotter. When additional witnesses or other means can verify the complaint, and the driver can be identified and contacted, a traffic citation can be issued. If the driver/owner of the vehicle can be determined but not contacted, a blotter entry will be completed.

4.8. **Parking.** Parking rules and vehicle impoundment procedures are covered in Attachment 1 to this supplement.

★ 4.8.4. Reserved Parking Program for Sheppard AFB is covered in Attachment 2 to this supplement and will be managed by the 82d Civil Engineer Squadron (82 CES). The Traffic Warden Program is covered in Attachment 2 to this supplement and will be managed by the NCOIC, Police Services, 82 SFS/SFOP.

★ 4.9.3. (Added) Any member of the 82d Security Forces Squadron may issue citations (DD Form 1408 for active duty military personnel or DD Form 1805 for civilians) after completion of training requirements as specified in the Career Force Education and Training Plan (CFETP). Reserve Augmentee Duty (READY) and Individual Mobilization Augmentee (IMA) personnel may issue citations once they have completed initial training equivalent to the CFETP requirements. Traffic Wardens may issue DD Form 1408 citations only after receiving Traffic Warden training (See attachment 2).

★ 4.9.4.1. (Added) Security Forces will send DD Form 1408, *Armed Forces Traffic Ticket*, violations to the respective unit commanders. The unit commander will adjudicate the case in accordance with the facts and applicable laws. The report, including action taken, will be returned to the 82 SFS/SFAR section. Any action taken by the unit commander (counseling, reprimand, verbal warning, etc.) will be entered on the report or ticket only as "Guilty." "No action taken" is considered a determination that the individual was not guilty of the violation and procedures in this supplement will be followed. For civilian employees receiving a DD Form 1408, supervisors should consult with the Civilian Personnel Office (82 MSS/MSCE) prior to taking any action. In cases where the unit commander indicates neither administrative nor disciplinary action is appropriate, the traffic ticket or incident report will be forwarded to the 82 SPTG/CC or 82 SPTG/CD for review and disposition. The following procedures apply:

★ a. Prior to the traffic ticket or incident report being forwarded to the 82 SPTG/CC or 82 SPTG/CD, the unit commander will conduct an inquiry of the case in accordance with the facts and applicable laws and regulations. If the commander determines an individual is not guilty, a rebuttal package with the report or ticket must be forwarded to the 82 SPTG/CD through the CSF. This package should contain statements, a unit commander recommendation, and any other information the unit commander deems appropriate. The SFAR section will attach a copy of the individual's driving record or Individual Incident Reference Record and the patrolman's statement, if required, to the rebuttal package. This package will then be forwarded to the 82 SPTG/CC or 82 SPTG/CD for final adjudication.

★ b. The Superintendent, Security Forces Administration and Reports Flight (SFA), is the reviewing authority for traffic ticket rebuttal packages. Once the package is reviewed, it is forwarded through the CSF to the 82 SPTG/CC or 82 SPTG/CD who will consider all of the facts and make a determination on the case. The 82 SFS Reports & Analysis section, will forward a memorandum signed by the 82 SPTG/CC or 82 SPTG/CD, through the unit commander, to the individual notifying them of the rebuttal decision.

★ (1). If the subject is active duty military (US or assigned international military personnel) or military affiliated civilian or dependent of active duty member, the report will be forwarded to the appropriate unit commander or other agency for action.

★ (2). If the subject of the complaint is not affiliated with the base, such as a retiree, guest, or other visitor, the report will be forwarded to the Staff Judge Advocate for action.

★ 4.9.5.5.1. (Added) Write the following instructions on the back of the pink copy for parking violations: "Report to the SFCC, Bldg (number), immediately with this copy of the citation. Report this violation to your First Sergeant or Commander within 24 hours, or the next duty day; address rebuttal questions to your unit First Sergeant or supervisor." Instructions for all other violations: "Report this violation to your First Sergeant or Commander within 24 hours or the next duty day. Address rebuttal questions to your unit First Sergeant or supervisor."

★ 4.11. Blood Alcohol Concentration Standards. The alcohol concentration standards on Sheppard AFB are: Driving While Impaired, a BAC of 0.05 but less than 0.10 exists. Driving Under the Influence, BAC of 0.10 or above exists. Refer to paragraphs 2.5 and 2.5.1.3 for directions concerning preliminary suspension notices.

4.18.1. All state and local laws will be complied with while operating government vehicles on or off Sheppard AFB.

5.4.4.1. The 82 SFS/SFAR section will forward an advisory letter to the individual through the unit commander on the accumulation of six or more traffic points within a 6-month period.

JOE F. HARRISON, Colonel, USAF
Vice Commander

Attachments:

1. Installation Traffic Code
2. Reserved Parking/Traffic Warden Program

Attachment 1
INSTALLATION TRAFFIC CODE (SAFB)

Section	A1.	<i>Motor Vehicle Rules</i>
Section	A2.	<i>Motorcycle and MOPED Rules</i>
Section	A3.	<i>Bicycle Rules</i>
Section	A4.	<i>Pedestrian, Roller Skate, and Skateboard Rules</i>
Section	A5.	<i>Parking Rules</i>
Section	A6.	<i>Defective Vehicle Rules</i>
Section	A7.	<i>Miscellaneous Rules</i>
Section	A8.	<i>Towing and Impoundment Procedures</i>
Section	A9.	<i>Traffic Accident Reporting Requirements</i>
Section	A10.	<i>Vehicle Registration Requirements</i>

Section A1. Motor Vehicle Rules

A1. ASSIMILATION OF STATE LAW: The laws and regulations of the State of Texas relating to the operation of motor vehicles and use of the roadways except for the BAC limits identified in paragraph 4.11 are assimilated, as appropriate, to all areas or installations assigned to Sheppard Air Force Base. Actions that would violate the laws or regulations of the State of Texas, if committed off the installation, will be treated as violations of the Sheppard Air Force Base traffic code when committed on this base. The ordinance of the city of Wichita Falls relating to the regulation of vehicles for hire (taxicabs, limousines, and special service vehicles), is assimilated. Any violation of this ordinance is also a violation on Sheppard AFB, and may be enforced by Security Forces.

★ **A2. COMPLIANCE WITH TRAFFIC LAWS AND REGULATIONS.** All motor vehicle to include Motorcycle and MOPED operators are required to follow all traffic laws, rules, and regulations that apply to the operation of motor vehicles as identified in the Texas Traffic Laws, DoD Instructions, Air Force Instructions, and this supplement. (Texas Traffic Laws TRC §542.301, §542.302)

A3. SPEEDING: No person will operate a vehicle at a speed greater than the posted speed limit or as otherwise indicated below. The speed limit on Sheppard AFB is 25 MPH unless otherwise posted or as established below:

- ★ a. Base housing areas - 15 MPH
- b. Parking lots - 10 MPH
- c. Passing troop formations - 10 MPH
- d. Aircraft parking ramps - 15 MPH

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e. Close proximity of an aircraft - 5 MPH

f. Taxiways - 35 MPH

A4. OBSTRUCTED VISION: No person will operate a vehicle unless the windshield and windows are clear of snow, ice, or frost. Additionally, any discoloration or damage to windows and windshields that impairs visibility or makes the window structurally unsafe is prohibited.

A5. OBEDIENCE REQUIRED TO SECURITY FORCES OFFICERS AND TO SCHOOL CROSSING GUARDS. Vehicle operators will comply with the directions of Security Forces and crossing guards directing, controlling, or regulating traffic. (Texas Traffic Laws TRC §542.501)

A6. FAILURE TO YIELD RIGHT OF WAY TO TROOP FORMATIONS. No person will pass, drive through, or otherwise interfere with a marching troop formation traveling in the same direction or at an intersection unless directed by the person in charge of the formation. The maximum safe speed for passing a troop formation on a roadway is 10 MPH.

A7. WEARING EARPHONES WHILE OPERATING A VEHICLE. No person will operate a motor vehicle while wearing portable earphones. There are no restrictions against motorcycle communications devices that are attached to the user's motorcycle helmet. (AFI 91-207)

A8. USE OF HEADLIGHTS WHEN ENTERING INSTALLATION GATES. Drivers will extinguish headlights and use parking lights when entering installation gates to enable Security Forces entry controllers to see installation registration decals. During hours of darkness or limited visibility, drivers will turn headlights on after passing the installation gate. **EXCEPTION:** Vehicles equipped with daytime running lights. Security Forces will not issue citations for violations of this paragraph.

A9. INTOXICATED DRIVING/IMPAIRED DRIVING. No person shall operate or be in actual physical control of a vehicle while under the influence of an alcoholic beverage or other intoxicating drugs. The standard for proof of intoxication is established in chapter 2 of AFI 31-204.

A10. OPEN CONTAINER POLICY. No person shall operate or be in actual physical control of a motor vehicle while an open container of alcohol is present and accessible to anyone in the vehicle.

A11. VEHICLES EQUIPPED WITH ACTIVE SUSPENSION SYSTEMS. (Commonly known as hydraulics). At all times while on Sheppard AFB roadways, vehicles with active

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suspension systems will be maintained in a nested, neutral, or otherwise normal position, as would be an unmodified vehicle of the same make and model. The active suspension system will not be operated at any time on Sheppard AFB roadways, or while the vehicle is in motion. Operation of active suspension systems on base roadways may result in removal of base registration decals and/or removal of the vehicle from the installation. **EXCEPTION:** Active suspension systems may be operated on the roadways during parades or other base sponsored functions of this nature.

A12. VEHICLE LICENSE PLATE(S). It shall be the duty of the operator of any vehicle to keep the license plate(s) legible at all times. No license plate shall be covered with any material unless the material is colorless and transparent. No apparatus that obstructs or hinders the clear display and legibility of a license plate shall be attached to the front or rear of any motor vehicle operated on Sheppard AFB. A tail lamp or a separate lamp shall be constructed and mounted to emit a white light that illuminates the rear license plate and makes the plate clearly legible at a distance of 50 feet from the rear. (Texas Traffic Laws TRC §547.322)

A13. OFF-ROAD LIGHTS. No vehicle equipped with auxiliary lights commonly known as “off-road lights,” typically mounted on top of a vehicle or attached to a roll bar or roll cage, shall be operated on Sheppard AFB with such lights operating. **EXCEPTION:** Emergency vehicles.

A14. GROUND EFFECT LIGHTS. No vehicle will be operated on Sheppard AFB roadways with ground effect lights or any similar light illuminated (ground effect lights are typically mounted beneath a motor vehicle and cast a light on the surface of the road and immediately around the motor vehicle).

A15. OBSTRUCTED LIGHTING AND MARKINGS. No person will operate a vehicle with the headlights, turn signals, or taillights covered or obstructed by snow, ice, frost, or debris. No material of any type will be used to cover headlights, taillights, and brake lights on motor vehicles. This covering restriction does not apply to vehicles that were manufactured with covered lights (i.e., hide-away headlights). Slotted taillight or brakelight covers used to “trick out” a vehicle are permitted provided the original color and intensity of the lamp can show unimpeded through the slots. Tinted light or lamp covers known as “blackout” trim are prohibited when a motor vehicle is operated on Sheppard AFB. **EXCEPTION:** Vehicles may be operated in parades or displayed at car shows with such otherwise prohibited trim items installed.

A16. INTERFERENCE WITH ROAD GUARDS: Vehicle operators are prohibited from driving within the designated troop run area and will comply with the directions of road guards directing or controlling traffic. Emergency vehicles will use lights and sirens when it is necessary to pass through the run route when responding to an emergency.

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A17. FIREARMS. Personnel are authorized to transport privately owned weapons: directly from their base quarters, or the Security Forces Armory, off the installation or to a base-sponsored activity (hunter safety class, skeet range, etc.); or directly from the gate to their quarters, the Security Forces Armory for storage, or a base sponsored activity (hunter safety class, skeet range, etc.). Personnel transporting firearms must have the firearm and ammunition physically separated in different areas of the vehicle, and must not be readily accessible to anyone in the vehicle. When possible, weapons must be transported in a case and secured in the trunk of the vehicle. At no time are personnel allowed to transport concealed or loaded privately owned weapons on the installation. **EXCEPTION:** Civilian law enforcement officials in the line of duty and in performance of official business.

A18. On-base vehicle operating privileges are subject to suspension for not less than six months if the operator is cited for driving a vehicle without proper insurance.

A19. An individual may be assessed a 90-day suspension of base driving privileges, if four or more non-moving traffic violations are accrued within a 12-month period. Non-moving traffic violations are defined as parking violations, failure to properly maintain registration, safety inspection violations, abandon vehicles, etc.

★ **A20. REVEILLE/RETREAT.** With the exception of responding emergency vehicles, all vehicle and pedestrian traffic will come to a complete stop during the sounding of reveille or retreat. Within reason vehicle operators will pull to the right shoulder or curb of the roadway prior to stopping.

Section A2. Motorcycle and MOPED Rules and Registration Requirements

A1. Following are the prerequisites for permanently registering a motorcycle or moped on Sheppard AFB:

- a. Valid state safety-inspection sticker if required by the state in which the vehicle is registered.
- b. Proof of ownership.
- c. Proof of insurance coverage.
- d. Valid motorcycle or moped license or state driver's license endorsement, if required by the state of issue.

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★ e. Possess an Experienced Rider Course (ERC) card or Texas Motorcycle Operator Training Course Completion card. **NOTE:** All active duty military personnel who operate a motorcycle on/off duty, on/off the installation regardless if the motorcycle is registered on base, must attend an approved motorcycle safety course. All Air Force civilian personnel who operate a motorcycle while on duty are required to attend an approved motorcycle safety course. All other civilian personnel (retirees, contractors, dependents, and civilians not affiliated with the DoD) who operate a motorcycle on Sheppard are highly encouraged, but not required to attend an approved motorcycle safety course. The 82 TRW Safety office will provide the ERC on a space available basis.

★ **A2.** All motorcycles permanently registered at Sheppard AFB will display the ERC or Motorcycle Operator Safety Training (MOST) sticker near the permanent registration decal, but not over it. Civilian personnel not required and who opt not to attend a motorcycle safety course must get a MOST sticker from the 82 TRW Safety office. The MOST sticker will be displayed as indicated in this paragraph.

A3. Temporary registration (30 days) may be issued to military members, civilian DoD, or NAF employees who are properly licensed motorcycle operators when they do not meet the requirements for permanent registration. The following are prerequisites for temporary registration of motorcycles on Sheppard AFB:

- a. Valid state safety inspection if required by the state in which the vehicle is registered.
- b. Proof of ownership.
- c. Proof of insurance coverage.
- d. Scheduled attendance in the ERC provided by 82 TRW Safety Office.

A4. The 82 TRW Safety Office offers the ERC on a regular basis. This or another approved motorcycle safety course that includes hands-on training and evaluation must be completed before permanent registration of motorcycles on Sheppard AFB except for personnel who are not required to attend the course. After motorcyclists complete the ERC, they will be issued the ERC sticker and the Texas Motorcycle Operator Training Course Completion card by the Motorcycle Safety Foundation (MSF) certified instructor. The 82 TRW Safety Office is the only organization on Sheppard AFB that will requisition or issue the ERC card.

a. TDY personnel whose motorcycles are permanently registered at another military installation are not required to attend the ERC.

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b. Students whose motorcycles are **NOT PERMANENTLY** registered at another military installation will only be issued a temporary registration provided they are properly licensed and are scheduled to attend the ERC.

c. PCS, TDY, permanent party, or student status does not affect the requirement to attend the ERC.

d. Newly assigned permanent party personnel do not need to repeat the course if they can prove they completed an approved MSF course.

★ **A5. HEADLIGHTS.** No person will operate a motorcycle or MOPED at any time of day without the headlight on.

★ **A6. REARVIEW MIRRORS.** No person will operate a motorcycle or MOPED without rearview mirrors on both handlebars.

A7. CARRYING PASSENGERS ON A MOPED. No person will operate a MOPED while carrying passengers.

★ **A8. REQUIREMENTS FOR PERSONAL PROTECTIVE EQUIPMENT (PPE).** The requirement for PPE applies to all military personnel at any time on or off a DoD installation, all DoD civilian personnel in a duty status, on or off a DoD installation, and all persons at any time on a DoD installation. The following PPE is mandatory for all persons listed above while operating or riding as a passenger on a motorcycle, MOPED, or ATV. The requirements for PPE are as follows:

★ a. Helmet. Must be certified to meet Department of Transportation (DOT) or equal standards and properly fastened under the chin.

★ b. Goggles and Face Shields. Impact or shatter resistant goggles/eye glasses or full-face shield properly attached to the helmet must be worn while riding on (and military personnel off) any DoD installation. **NOTE:** Contact lenses, colored glasses, prescription glasses, a windshield alone or in conjunction with contact lenses are not acceptable eye protection.

★ c. Sturdy Footwear. Leather boots or over the ankle shoes are strongly encouraged. Footwear such as loafers, sneakers, low quarters, etc. is acceptable footwear. Shower clogs, sandals, and similar footwear are not acceptable.

★ d. Clothing. Long sleeved shirt or jacket with sleeves fully extended, long trousers, and full-fingered gloves or mittens must be worn. **NOTE:** Wearing a long sleeved jacket negates the need to wear a long sleeved shirt. In addition, if an individual is wearing a long sleeved shirt that

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meets the color requirement for a vest or jacket, this negates the need to wear an additional garment. The rider must still meet the requirement for reflective material required for nighttime riding unless the shirt or jacket is equipped with such reflective material.

★ e. Garment Visibility. A brightly colored vest or jacket worn as an outer upper garment during the day and reflective at night. Light reflective colors such as international orange, lime green, hunter orange, safety orange, bright white, yellow, chartreuse, etc. are examples of what is considered brightly colored. Dark colors such as black, brown, dull white, camouflage, dark greens, dark red, rust, dark blues, etc. are examples of colors that are not acceptable. **NOTE:** A reflective belt or strip worn diagonally across the upper torso, in conjunction with the brightly colored vest or jacket meets this nighttime requirement. The outer upper garment must be clearly visible from all directions and not covered.

Section A3. Bicycle Rules

A1. REQUIREMENT TO FOLLOW TRAFFIC LAWS AND RULES. Bicycle operators are required to follow the rules of the road and all traffic laws that apply to motor vehicles when riding on the streets, roads, and parking lots of the installation to include obeying all traffic control devices. Bicyclists must ride with traffic flow, not opposed to it. The wear of reflective or high visibility outer garments when riding during periods of reduced visibility is mandatory. If the cyclist dismounts the bicycle, the individual must only comply with rules governing pedestrians. (Texas Traffic Laws TRC §551.101)

A2. RIDING ON SIDEWALKS. Persons riding on sidewalks will yield to all pedestrians.

A3. HELMETS MANDATORY. No person will ride a bicycle on the installation without wearing a helmet. Helmets must be a style or type approved by DOT, ANSI or the SMF. (DODI 6055.4, AFI 91-207) **EXCEPTION:** Workers operating bicycles in industrial/flightline areas designated no-hat areas due to potential of FOD need not wear the bicycle helmet, but will wear a helmet upon leaving the designated area; operators of three-wheeled bicycles are not required to wear the bicycle helmet.

A4. Bicycles operated in traffic during hours of darkness will be equipped with a lamp that emits a white light visible from a distance of 500 feet and a red reflector on the rear visible from all distances up to 300 feet. A red light on the rear visible from a distance of 500 feet in addition to the red reflector may also be used.

A5. Bicycles will not be operated on golf course paths, fairways, etc.

A6. BICYCLES WITH FRACTIONAL HORSEPOWER. Bicycles with fractional horsepower, that is, less than one horsepower motors, do not have to be registered.

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Section A4. Pedestrian, Roller Skate, and Skateboard Rules

A1. FAILURE TO REMAIN ON THE CURB. No pedestrian will step from the side of the road or street into the lane of traffic in such a manner as to cause an approaching vehicle to stop or brake suddenly. (Texas Traffic Laws TRC §552.003)

A2. SKATEBOARDING, ROLLER-SKATING, ROLLER-BLADING, ROLLER-SKIING, and similar wheeled activities (hereinafter called “skating”):

a. Times: Skating is restricted to daylight hours except on lighted basketball courts. Daylight is defined as the hours between sunrise and sunset.

b. Acceptable Locations: Skating is permitted on streets only within base housing areas. Skating is also allowed on basketball courts not being used for basketball and uncongested parking lots and sidewalks within the base. However, activities for which the area was designed take priority, and skating will stop when personnel seek to engage in that activity.

c. Unacceptable Locations: Skating is not permitted at the Main Exchange or Commissary, golf course parking lots, paths, fairways, etc., and Mini Mall sidewalks/parking lots, Shoppette parking lots, or on tennis courts.

d. General Guidance: Skaters will yield to motor vehicles and pedestrians and must wear approved helmets. The wear of brightly colored clothing or a brightly colored vest or jacket at all times is highly encouraged. Elbow and kneepads in addition to wrist guards are strongly encouraged. Skaters will not wear earphones nor construct or use ramps, platforms, or similar devices on Sheppard AFB.

e. Motorized skateboards will not be operated on Sheppard AFB. Additionally, motorized skateboards will not be stored with fuel inside its storage container.

A3. JOGGING. No person shall jog on **avenue D, E, and J, 1st, 9th and 10th streets, Bridwell, or Missile Road** between the hours of **0530 thru 0800 and 1500 thru 1700 hours**, excluding weekends and holidays. Joggers must jog on the left side of the roadway or its shoulder facing traffic. During hours of darkness, joggers must have reflective material on their outer garments to increase their visibility.

4. WEARING EARPHONES. No person will wear earphones or headphones while walking, jogging, cycling, skateboarding, or roller-skating on or near any street, roadway, or sidewalk on the installation. (DoDI 6055.4, AFI 91-207) Authorized location for the wear of earphones/headphones while walking or jogging is the track located behind the main gym.

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A5. Personnel will not jog on golf course paths, fairways, etc.

Section A5. Parking Rules

A1. FAILURE TO PARK IN DESIGNATED PARKING SPACE OR AREA. No person will park a motor vehicle in a location not specifically designated for parking. In areas where marked parking spaces are provided, vehicles may only park within those marked spaces. Parking outside of marked spaces due to all spaces being occupied is no defense to the violation. The lack of "no parking" signs or yellow curbs is no justification for parking in undesignated areas. On streets within base housing where no marked parking spaces are provided at all, parallel parking along the edge of the road is permitted, consistent with the rules in paragraph A2. below.

A2. PROHIBITED PARKING. Parking is prohibited as indicated:

- a. On grass or other seeded area.
- b. Within 15 feet of a trash dumpster.
- c. Within 15 feet of any building or fence.
- d. In a reserved parking space unless specifically authorized to use that space.
- e. Within 15 feet of a fire hydrant.
- f. Within 25 feet of a crosswalk.
- g. Within 15 feet of an intersection.

A3. PARKING IN DIAGONAL STRIPED AREAS. Only motorcycles and mopeds may be parked in areas marked with diagonal stripes on the pavement.

A4. PARKING MOTORCYCLES IN OFF-ROAD AREAS. Motorcycles and Mopeds will not be parked on sidewalks, in hallways, or in any other common areas of dormitories or other facilities.

A5. PARKING A VEHICLE FOR THE SOLE PURPOSE OF SALE. No vehicle will be parked on the installation for the sole purpose of selling it. **EXCEPTION:** After properly registering the vehicle with the 82d Services Squadron (Auto Crafts Center), and obtaining a AF Form 1047, Parking and Storage Permit, vehicles may be parked in the officially designated "For Sale" Lot, located in the south parking lot of building 402. The AF Form 1047 must be clearly

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displayed on the vehicle at all times. This rule is not intended to prevent persons from displaying a For Sale sign in the window of a POV that is being used for routine transportation.

A6. PARKING OF RECREATIONAL VEHICLES. Recreational vehicles or other over-sized personal use vehicles will not be parked on any street, road, or parking lot on the installation except to load and unload. Also, recreational vehicles will not be parked in housing area driveways or carports. **EXCEPTION:** Short-term (3-days or less)/overnight parking is permitted only in authorized areas marked by a sign. This lot is located adjacent to the intersection of 1st Ave. and Ave. K.

Also, persons operating over-sized vehicles patronizing the Base Exchange or Commissary may park at the rear (extreme west end) of the parking lot. (**Note:** Parking for recreation vehicles is provided in the "Recreational Vehicle Parking Lot" located north of Bldg 1900. Parking spaces may be obtained through 82d Services Squadron, Outdoor Recreation, at Bldg 2117).

A7. PARKING FOR DRIVERS WITH SUSPENDED OR REVOKED BASE DRIVING PRIVILEGES. The parking lot immediately outside Gate 2 (Hospital Gate) is the designated parking area for persons whose on-base driving privileges are suspended or revoked. Such persons are permitted to drive from the off-base highway to that parking lot without being in violation of on-base suspension or revocation.

A8. LEAVING VEHICLES UNATTENDED WITH THE ENGINE RUNNING. No vehicle with the exception of emergency vehicles shall be left unattended while the engine is running. Emergency vehicles must have tire chocks in place or the emergency break set.

Section A6. Defective Vehicle Rules

OPERATING AN UNSAFE OR DEFECTIVE VEHICLE. No person will operate a vehicle that is unsafe or defective (UVC sec 13-101). Such vehicles will be cited on AF Form 1408, **Armed Forces Traffic Ticket**. If the violator corrects the defect and brings the vehicle to the Security Forces building for verification within three duty days, the citation will be marked as a "Warning" ticket and no points assessed. After three duty days, citations that have not been corrected will be forwarded for processing.

Section A7. Miscellaneous Rules

A1. LOUD VEHICLES. No person will operate a vehicle, which emits excessive or unreasonable noise at any time of day or night. Loud noise includes, but is not limited to: ineffective mufflers, loud stereo systems clearly audible beyond 100 feet, and unlawful use of the horn. At no time will a person operate a vehicle on the installation that emits lewd or profane language that can be heard outside of the vehicle.

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A2. OFFENSIVE STICKERS OR MARKINGS. No person will operate or maintain on the installation a vehicle, which has obscene, insulting, profane, lewd, or patently offensive words or drawings.

A3. UNATTENDED CHILDREN. No person in charge of a vehicle will leave any child under the age of seven (7) unattended in that vehicle for any length of time unless supervised by a person of at least 14 years of age. Violations of this rule will be cited via DD Form 1805 or DD Form 1408. Detailed information about leaving children unattended can be found in AFI 34-801/SAFB Sup 1.

A4. CONDUCTING ROADSIDE OR PARKING LOT REPAIRS. No person will conduct vehicle repairs or maintenance at any location on the installation except at AAFES service station, the Auto Hobby Shop, or the installation motorpool (GOV only) except those emergency repairs that can be completed quickly to make the vehicle operable in a short amount of time (i.e., changing flat tires or a single fan belt). If a disabled vehicle cannot be quickly repaired, it must be towed to an authorized place of repair. Vehicle maintenance (such as changing the oil, tuning the engine, etc.) is not permitted in any parking lot or driveway, or on any street, including base housing. **(EXCEPTION:** Licensed, mobile professional oil change services may perform their services on Sheppard AFB. The customer is responsible for any spillage or damages caused by the service provider).

A5. DRIVING WITHOUT A DRIVER'S LICENSE. No person will operate a motor vehicle without a valid license for the type of vehicle operated. Valid licenses or permits are those issued by a state, territory, or possession of the United States. International members must possess a valid operator's permit from their home country as listed under Reciprocal Privileges made possible by the United Nations Convention on Road Traffic, 1973, or current CONUS operator's permit or TRC §521.021.

A6. OPERATING A VEHICLE WHILE UNDER BASE SUSPENSION. No person will operate a vehicle on the installation when their privilege to do so has been properly suspended or revoked by the 82 SPTG/CC or 82 SPTG/CD. **(EXCEPTION:** Persons authorized to drive under restricted driving privileges approved by the 82 SPTG/CC or 82 SPTG/CD.)

A7. FAILURE TO REGISTER A VEHICLE ON BASE. No person will operate a vehicle on the installation that has not been properly registered with the Security Forces pass and registration section unless the vehicle is exempt from installation registration requirements. Newly assigned personnel or personnel who have just purchased a new or used vehicle must register the vehicle on the first duty day after arrival or purchase. Persons who do not or cannot comply with this requirement will be required to remove the vehicle from the installation. Temporary passes will be issued for persons purchasing new vehicles until the permanent license plates arrive.

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A8. USE OF TRAFFIC RADAR DETECTORS, TRAFFIC LASER DETECTORS, OR RADAR/LASER JAMMERS. The use of any traffic radar detector or traffic laser detector is prohibited. The use of any device that jams or interferes with traffic radar or laser speed measuring devices is prohibited.

9. TOWING A MOTOR VEHICLE. Texas TRC §545.409 applies at Sheppard AFB except in section 8 of this supplement. No motor vehicle may tow another motor vehicle by using a chain, rope, or cable. The method of towing must be such that a driver is not required in the towed vehicle.

10. ROAD CONDITIONS. When directed due to adverse road conditions, Security Forces Personnel will display road condition signs at the gates to warn motorists of on-base, weather-related driving conditions. The signs will be color coded with the following meanings:

a. **Green/Normal Signs** indicate the previous existing road conditions have improved and normal operating conditions and speed limits are now in effect.

b. **Yellow/Caution Signs** indicate roads have patches of ice, drive with caution and below the normal speed limit. This is a general warning and the risk of injury or personal damage is minimal. Drivers should be alert for potential loss of vehicle traction.

c. **Red/Reduce Speed Signs** indicate roads are extremely hazardous, are covered with snow, ice, or standing water, or heavy precipitation or fog limits visibility. Personnel should only drive for essential tasks, and drivers should expect loss of vehicle traction and longer stopping distances. Base speed limits are automatically reduced to 15 MPH.

d. **Black/Mission Essential Only Signs** indicate road conditions are so severe as to prevent vehicle movement or create an immediate risk of significant personal injury or property damage. These signs are posted after the Installation Commander has closed the base and restricted travel to emergency service vehicles and mission-essential reporting personnel only.

Section A8. Vehicle Towing and Impoundment Procedures

A1. ABANDONED VEHICLES PROHIBITED. Abandonment of motor vehicles on Sheppard AFB is prohibited. Any self-propelled or non-self-propelled vehicle parked on the base in such a condition that a reasonable person could logically assume that the vehicle has been neglected, is considered abandoned and is subject to impoundment. Any vehicle that has not been moved for a 30-day period, has expired registration, inspection, or base registration is considered abandoned. Any vehicle that is inoperable is also considered abandoned. Security Forces will issue any vehicle suspected of being abandoned a DD Form 1408, Armed Forces Traffic Ticket for abandoned vehicle. If after a 30 day period, the vehicle has not been moved or

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the deficiency corrected, Security Forces will complete a DD Form 2504, Abandoned Vehicle Notice, and place the top copy on the vehicle. The notice will instruct the owner to contact Security Forces within 3 duty days to verify that the vehicle has been moved or otherwise attended to or impoundment action will be initiated. The remaining copies will be forwarded to the Security Forces investigation section for processing and possible impoundment action.

A2. Security Forces Investigations section will attempt to identify the owner of the vehicle. If the owner can be identified, Security Forces will contact the owner and the owner's unit commander with instructions to have the vehicle repaired or moved. If this fails, or the owner cannot be determined, the Security Forces will arrange for the removal of the vehicle. The Security Forces, in coordination with the Staff Judge Advocate, will arrange for towing and impound services with a commercial towing company. All charges incurred are the responsibility of the vehicle owner.

A3. The on-duty Security Forces shift sergeant may authorize the removal of a motor vehicle by towing when the vehicle:

a. Is stopped, parked, abandoned, disabled, damaged by collision, or otherwise in a lane of traffic and is a hazard to other motor vehicle traffic or the general safety of the public. Security Forces will make a reasonable effort to locate the owner or operator of the motor vehicle before summoning a commercial towing company.

b. Is stopped, parked, or otherwise in a parking lot where the vehicle obstructs or impedes the safe and orderly flow of traffic through the parking lot. Security Forces will make a reasonable effort to locate the owner or operator of the motor vehicle before summoning a commercial towing company.

c. Is operated by a driver who is reasonably believed to be operating the vehicle under the influence of alcoholic beverages or drugs, and which the driver has been apprehended for the offense. Security Forces may, in lieu of towing and with the permission of the driver or vehicle owner, release the vehicle to another occupant of the vehicle who has a valid drivers license and is determined not to be under the influence of alcoholic beverages or drugs. Security Forces will not drive any suspect's motor vehicle unless immediate safety requires it, and then only to the nearest safe area. Such vehicles will not be moved into parking lots by Security Forces and left unsecured.

A4. No vehicle will be towed unless a traffic citation has been or will be issued for a driving or parking offense.

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★ **A5.** (Added) Further guidance on impoundment procedures concerning towing, storage, and protecting impounded vehicles along with disposing of the vehicles after lawful impoundment is governed in SAFBI 31-206.

Section A9. Traffic Accident Reporting Requirements

A1. Vehicles involved in accidents will not be moved prior to arrival of Security Forces unless the accident is minor in nature and traffic congestion requires the roadway be cleared quickly. If injuries are involved, the vehicles will not be moved. If there is evident or suspected hazardous material (i.e., fuel, antifreeze, battery acid, etc.) leaking from the vehicle, the SAFB Fire Department will be notified immediately.

A2. On-duty Security Forces will determine if an accident requires investigation and what type of documentation will be completed. Normally, accidents without injuries or disabling damage do not require formal investigation.

A3. ★ (Added) Security Forces notification procedures for vehicle accidents are as follows: (Refer to paragraph 4.5 for the definition for Minor and Major vehicle accidents.)

★ a. Minor vehicle accident, on base, involving privately owned vehicles notify: The units of vehicle operators.

★ b. Major vehicle accident, no injuries, on-base, involving privately owned vehicles notify: Command Post, SF Operations Superintendent, SF Operations Officer, CSF, unit of vehicle operators, Public Affairs and Safety.

★ c. Major vehicle accident, with injuries, on-base, involving privately owned vehicles notify: Command Post, SF Operations Superintendent, SF Operations Officer, CSF, unit of vehicle operators, 82 SPTG/CC, Public Affairs and Safety.

★ d. Major vehicle accident, with injuries to military personnel, off-base, involving privately owned vehicles notify: Command Post, SF Operations Superintendent, SF Operations Officer, CSF, unit of vehicle operator, 82 SPTG/CC, Public Affairs and Safety. (Security Forces are not to respond to off-base accidents, unless assistance is requested by civil authorities. Unless the report of the accident is initially received by Security Forces from civil authorities, it is the responsibility of the military member, or their unit, to report the accident to Security Forces.)

★ e. Minor vehicle accident, on or off base, involving government owned vehicles notify: Command Post, unit of vehicle operator and Base Motor Pool.

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★ f. Major vehicle accident, no injuries, on or off base, involving government owned vehicles notify: Command Post, SF Operations Superintendent, SF Operations Officer, CSF, unit of vehicle operator, 82 SPTG/CC (as directed by CSF), Base Motor Pool and Safety. (Security Forces are not to respond to off-base accidents, unless assistance is requested by civil authorities. Unless the report of the accident is initially received by Security Forces from civil authorities, it is the responsibility of the vehicle operator, or their unit, to report the accident to Security Forces.)

★ g. Major vehicle accident, with injuries, on or off base, involving government owned vehicles notify: Command Post, SF Operations Superintendent, SF Operations Officer, CSF, unit of vehicle operator, 82 SPTG/CC (as directed by CSF), Base Motor Pool and Safety. (Security Forces are not to respond to off-base accidents, unless assistance is requested by civil authorities. Unless the report of the accident is initially received by Security Forces from civil authorities, it is the responsibility of the vehicle operator, or their unit, to report the accident to Security Forces.)

Section A10. Vehicle Registration Requirements

A1. Privately owned motor vehicles must be registered no later than the first duty day after arrival of newly assigned permanent party personnel. Additionally, newly purchased vehicles must be registered on the first duty day following purchase. Persons registering vehicles on base will be issued a DD Form 2220, **DoD Registered Vehicle**, AF Form 2219, **Registered Vehicle Expiration**, and Sheppard AFB Installation Tab.

a. Proof of ownership, state registration, current insurance, valid state driver's license, and valid identification are required for issue of permanent registration.

b. Proof of current insurance, valid state driver's license, and valid identification are required for temporary registration.

c. Vehicles displaying dealer's plates may be issued temporary registration until permanent plates are issued by the state in which the vehicle will be registered.

A2. The following categories of persons can permanently register a vehicle on the installation:

a. Assigned active duty military personnel (including assigned international military personnel with at least 100 days remaining on their assignment).

b. Spouses of active duty military members in the absence of the member (i.e., TDY or short-tour when the spouse remains in the local area).

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- c. Spouses of active duty military members assigned to Sheppard Air Force Base.
- d. Civilian employees working on base on a permanent basis.
- e. Military retirees and their spouses.
- f. The survivors of deceased active duty and retired military members who are authorized to use base facilities and who reside in the local area.
- g. Military Reserve and National Guard members who reside in the local area.

A3. Family member of active duty or retired military, not previously identified, who has full privileges (i.e., medical, exchange, and commissary) may register vehicles on base by submitting a letter of request from their military sponsor stating the sponsor's acceptance of responsibility of terms stated on the reverse side of the AF Form 533, **Certificate of Compliance - Private Motor Vehicle Registration**.

A4. Temporary registration of a vehicle owned by a third party. Persons affiliated with the base must show proof of legitimate custody or permission to use a vehicle (i.e., rental receipt, lease contract, notarized letter of permission, etc.) before it will be registered on the installation. Under certain circumstances, AF Forms 75 may be issued for an extended period, not to exceed one year.

- a. Persons who are verified as Designated Agents for military members or military dependents may be issued a pass for the length of their Designated Agent Card, not to exceed one year.

- b. Parents or guardians of dependent minor children who are authorized to use base facilities, but only when the military sponsor does not live in the local area may be issued a pass. Registration of the vehicle is only to facilitate bringing the child on and off the installation to use facilities.

- c. Base affiliated persons borrowing a non-registered vehicle for an extended period of time must acquire a borrowed vehicle letter from the Pass and Registration section. Upon completion of the letter, the borrower will be issued a pass for the duration of the letter, not to exceed one year.

- d. Contractor personnel with a valid form letter from the Contracting Office will be issued an AF Form 75 for the duration of their contract, not to exceed one year.

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A5. The 82 SFS Pass and Registration section and 82 SFS personnel performing duties at the Sheppard AFB Visitor Control Center will register leased or rented vehicles as follows:

a. Individuals authorized to permanently register a POV may permanently register a vehicle that is on a long-term lease.

b. AF Form 75, **Visitor/Vehicle Pass**, will be issued for vehicles leased by a commercial company transacting business at least three times a week with an on-base agency. The lessee will be issued temporary registration as indicated in paragraph 8.d. below.

c. An AF Form 75 will be issued for short-term rental vehicles. This registration will be issued for the duration of the rental agreement and only for operators who possess valid DoD identification.

d. An AF Form 75 may be issued to individuals transporting civilian employees (i.e. AETC and NAF civilians, Work Services personnel, etc.) to their work sections, provided the driver possesses all necessary documents for operation of the vehicle, the civilian employee has valid identification required for Sheppard Air Force Base, or verification has been made with the duty supervisor. Temporary registration will not exceed the time it takes to transport employees to or from work.

A6. Vehicles leased by the government are considered to be temporary government vehicles and do not require permanent registration.

A7. Registration decals will be placed on the outside top center of the vehicle windshield. The top of the DD Form 2220, DoD **Registration Decal**, will be placed against the bottom edge of the top windshield frame directly in front of the rear view mirror. The AF Form 2219, **Year Decal**, will be placed on the right side of the DD Form 2220. The Installation Tab will be placed directly beneath the DD Form 2220.

A8. Temporary registration will be issued for persons visiting Sheppard AFB on a daily basis who are not otherwise authorized permanent registration. The 82 SFS Pass and Registration section and 82 SFS personnel performing duties at the Sheppard AFB Visitor Control Center will issue temporary registrations using the AF Form 75. The AF Form 75 will be affixed to the lower left inside corner of the windshield. It must be displayed at all times while the vehicle is on the installation. A letter requesting temporary registration will be submitted through the military activity controlling the visit. The military activity concerned must verify the need for temporary registration and recommend approval or disapproval. Justification for temporary registration includes, but is not limited to, the following:

a. Temporary employees of nonappropriated fund activities.

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b. Civilian exchange students attending Air Force sponsored training.

c. Individuals authorized to use the base facilities, but not otherwise authorized permanent registration. This category does not include guests or others who are visiting the base for infrequent social purposes.

d. Leased vehicles operated by contractors or other civilian companies conducting business on the installation. The company or operator must provide proof of legitimate custody of the vehicle (lease contract, letter of permission, etc.).

A9. Temporary registration will also be issued for vehicles owned or operated by personnel in normal TDY status if their vehicles are not registered at their permanent station. Also, military technical school students who are not permanent party may be issued temporary registration for the following periods and under the following circumstances:

- Rental vehicles - Duration of rental contract.
- Students - Issued until the day after graduation.
- Newly acquired vehicles – 30-day temporary registration.

For this category, a letter requesting temporary registration is not required.

A10. The permanent registration decals (DD Fm 2220, AF Fm 2219, and installation tab) must be removed from a vehicle when a person's base driving privileges are suspended or revoked. The decals must be surrendered to the SFS Pass and Registration section. However, the decals do not need to be removed if the vehicle is to be registered by a spouse or other authorized family member. Under these circumstances, the AF Form 533, **Vehicle Registration Card**, will be annotated accordingly and will remain in the active file during the revocation period. The registrant must also remove the registration decals and surrender them to the 82 SFS Pass and Registration Section when a permanently registered vehicle is sold.

A11. Unregistered privately owned motor vehicles and off-road vehicles may not be operated on Sheppard AFB, and are therefore cannot be not registered.

*Attachment 2****RESERVED PARKING/TRAFFIC WARDEN PROGRAM (Added) (SAFB)***

This attachment covers the use and enforcement of reserved parking on Sheppard AFB and procedures for unit Traffic Wardens. The program includes the following parts:

Section A1. Reserved Parking Authorizations.

Section A2. Violation Enforcement.

Section A3. Unit Traffic Wardens.

Section A1. Reserved Parking Authorizations

A1. 82 CES provides guidance and outlines the criteria for all other reserved parking slot authorizations.

A2. Recreational vehicle reserved parking. 82 SVS is the OPR for maintaining reserved parking for recreational vehicles, trailers, and other utility vehicles and for controlling their use. AETC Form 680, **Assignment of Parking Space for Mobile Homes, Trailers, Boats, and Campers**, will be used to make specific space assignments. The fenced compound north of Bldg 1900 is designated for this purpose.

A3. Distinctive parking decals for active duty and retired general officers, colonels, and chief master sergeants will be displayed on the windshield of the POV adjacent the DD Form 2220. These decals are required as proof for use of reserved parking spaces for common use areas.

Section A2. Violation Enforcement

A1. Violations of reserved parking will be documented on AF Form 1408.

A2. Unit parking wardens will monitor and enforce reserved parking in the appropriate organizational areas.

A3. Security Forces will only cite violations of reserved parking when requested by the person or unit for which the space is reserved.

a. The name of the person requesting the citation will be included in the remarks section of the ticket.

b. **EXCEPTION:** Handicapped reserved parking violations will be cited when requested or when observed by Security Forces at any location on the installation.

*Attachment 2****RESERVED PARKING/TRAFFIC WARDEN PROGRAM (Added) (SAFB)******Section A3. Unit Traffic Wardens***

A1. Units with large parking lots, heavy parking congestion, and/or several reserved parking slots, may use unit personnel as Traffic Wardens to monitor and enforce parking rules and regulations.

A2. Traffic Wardens will be designated in writing to the CSF. Only responsible officers, NCOs in grade E-6 or above, or civilian employees in grade GS07 or above, will be designated.

A3. Traffic Wardens will comply with the following policies and procedures:

a. Must attend a training class on issuing traffic tickets conducted by the Security Forces law enforcement section, prior to being issued traffic ticket booklets.

b. Traffic Wardens will be responsible for the traffic ticket booklets issued to them and ensure they are safeguarded at all times. The law enforcement section may, at any time, require the Traffic Warden to turn in or otherwise account for each booklet they have been issued. Loss of booklets will be immediately reported to the law enforcement section.

c. Traffic Wardens will only issue traffic tickets for illegally parked vehicles within their area of responsibility. Specific parking violations are listed in Attachment 1 of this supplement. At no time will Traffic Wardens issue citations for other traffic violations.

d. The white and yellow copies of all issued traffic tickets must be legible. They must be "hand-delivered" to the Security Forces Desk Sergeant no later than the duty day following the date of issuance, but preferably the same duty day.

e. Once a traffic ticket is issued, the person issuing the citation cannot void it. Request for voiding of issued tickets will be submitted to the CSF with a written explanation of the reason or circumstances for recommending voiding of the ticket.

f. Traffic Wardens will be available for interview by the squadron commander of the person cited in the event a parking ticket is contested.

g. Security Forces reserve the right to terminate a traffic warden's authority to issue citations if they fail to comply with established procedures, or for reasons deemed appropriate (i.e., being overly aggressive with the program).